
Subject: Nutrition Education Committee

Effective Date: October 1, 2004

Revised from:

Policy: The Nutrition Education Committee (NEC) advises the State Agency (SA) in the development/revision of printed materials, audiovisuals, and nutrition education support materials. Committee members include a minimum of two SA staff and representatives of each WIC Advisory Committee (WAC) region. The committee will meet quarterly. WAC members may be contacted on nutrition education issues, as needed.

Reference: 246.11, Nutrition Services Standards, Standard 9

Procedure:

1. Solicit members from each WAC region for the NEC.
 - a. Members serve for two years corresponding to the calendar year.
 - b. Half of the representatives are replaced every year.
 - c. Travel expenses including mileage, lodging, meals and related expenses for LA members will be reimbursed by the SA according to current state reimbursement policies.
 - d. Members attend all meetings or get an alternate if the member is unavailable.
 - e. Members represent their regions in all issues before the committee.
2. SA schedules quarterly NEC meetings.
 - a. At least one of the meetings will be a conference call. If possible, one meeting will be held in conjunction with the WIC Technical Meeting.
 - b. Solicit agenda items prior to the meeting.
3. Members provide input on proposed nutrition education changes.
 - a. Members review nutrition education materials or provide input on nutrition education matters between meetings, as needed.
 - b. The SA takes the committee's suggestions under advisement and revises/develops nutrition education materials as time and budget allows.